



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

**INFORMATION MEMORANDUM**  
**WAP-IM-2004-013**

**TO:** WAP and HEARTWAP Subgrantee Executive Directors  
WAP and HEARTWAP Subgrantee Energy Directors

**FROM:** Ken Rauseo, Deputy Director  
Community Services Unit

**SUBJECT: WAP and HEARTWAP ON-SITE FIELD VISIT SCHEDULE FOR MAY 2004**

**DATE:** April 8, 2004

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Enclosed all Weatherization Assistance Program (WAP) and HEARTWAP (HW) subgrantees will find the May 2004 Department of Housing and Community Development (DHCD) on-site field visit monitoring and training schedule.

The purpose of a monitoring visit is to insure that subgrantees are administering DHCD funded programs in compliance with all applicable federal and state regulations. It is also DHCD's intent to identify subgrantee training and technical assistance needs through the monitoring process. The final objective of each monitoring visit is to provide the subgrantee with an accurate and unbiased assessment regarding program administration.

All scheduled visits will be confirmed by telephone the week prior to the scheduled visit. Special training and technical assistance requests will be responded to on a priority basis given the availability of staff time.

Should you have any questions regarding the enclosed schedule, please contact me at (617) 573-1431.

**WESLEY JAMES**  
**SENIOR TECHNICAL FIELD REPRESENTATIVE**  
**MONITORING AND TRAINING SCHEDULE**  
**MAY 2004**

- 3- BCAC HW**
- 4- WCAC (Fitchburg) WAP**
- 6- SMOC (Framingham) WAP**
- 7- SPCA WAP**
- 10- SMOC (Brockton) WAP**
- 11- WCAC HW**
- 13- ABCD WAP**
- 14- SRA HW**
- 17- GLCAC WAP**
- 18- FCAC HW**
- 20- CAPIC WAP**
- 21- VOC HW**